



NJSRN WANTS YOU!

NJSRN is looking for a few good men or women who are interested in helping NJSRN in its mission of rescuing and rehoming Miniature Schnauzers and Schnauzer mixes.

We're recruiting for the following roles:

Adoption Application Screener

The adoption application screener is the beginning of NJSRN's lifeline of finding the right forever home for the dogs in our care.

Duties: Review incoming adoption applications, summarize relevant information, e-mail to our members, and add the summaries to our waiting list.

Skills: Ability to maintain confidential information; copy and paste text within an e-mail message; identify missing information; identify areas where follow-up is required; forward the e-mail to the appropriate address; and copy and paste the summary to a Word document.

Hours per week: 90 minutes to 2 hours

Assistant Transport Coordinator

This very important role assists our transport coordinator and serves as her back-up when needed.

Note: Transport requires nimbleness and flexibility as arrangements must be made quickly – sometimes within 24 hours.

Duties: Arrange transport for dogs entering rescue or going to their forever homes. Also may assist in arranging transport for dogs to veterinarians, specialty vets, and groomers.

Skills: Ability to maintain confidential information; work with surrendering owners, members, other volunteers, and prospective adopters; identify appropriate meeting locations; use on-line maps or apps to identify travel routes; and provide accurate and timely information to everyone involved in transport.

Hours per week: Varies. 30 minutes per transport (for short local rides) up to several hours for a long or difficult transport.

Placement Screeners

Another critical role. We're seeking one or two screeners.

Duties: Assist our members in identifying potential forever homes for the dogs in our care.

Skills: Ability to maintain confidential information; understand what a placement team member is looking for in a permanent home; and apply that knowledge to information supplied to NJSRN by potential adopters.

Hours: 1 to 3 hours per week

Don't see a role for you? We can still use your help! Email us at info@njsrn.org.